



MEMORANDUM

TO: Agency Directors, Chief Fiscal Officers and Chief Information Officers

FROM: Bev Connolly, Revenue Management, Bureau of Communications and Computer Services (BCCS), Business Services

DATE: August 15, 2007

SUBJECT: Important Information Regarding Billing Detail for New BCCS Rates Implemented July, 1, 2007

Effective July 1, 2007, CMS/BCCS implemented four new rated services for FY 08. As you are aware, these rates are:

- Personal Information Management (PIM) services
- Local Area Network services
- Mid-Range (Server) services
- End User Computing services.

BCCS is establishing a SharePoint site to assist in you in understanding your agency's specific charges related to these new rates as well as obtaining backup documentation for your internal charge-back purposes.

BCCS Business Services will initially make detail available on this SharePoint site for PIM Services. The site will be secured so that only those individuals you designate will be able to access and download your agency-specific billing information. In order to configure this site for that purpose we will need the following information:

1. The name and e-mail address of each individual who will be authorized to access your agency's billing information.
2. A phone number for each individual in case there are any questions regarding the login setup.

Please send this information to both Bev Connolly at Bev.Connolly@illinois.gov and to Kevin Spurlock at Kevin.Spurlock@illinois.gov. To ensure access to this critical billing data, please provide this information by Wednesday, August 22, 2007. More detailed instructions for site access will be made available to the agency-designated personnel in a later communication.

Questions regarding this request can be directed to Bev Connolly at the above email or you can call her at (217) 785-1358. Thank-you for your assistance.